



How to Become a **Rlte Share** Participating Employer

It is easy for employers to participate in Rlte Share and there is no cost. Just follow the simple instructions listed below.

- ❑ **Complete** the enclosed ***Rlte Share Employer Data Sheet***. This information is used by the RI Department of Human Services to determine if the required employee contribution to your monthly health insurance premium meets the state's "cost-effectiveness test." The cost-effectiveness test, a federal and state requirement, is used to determine whether it is less costly for the state to reimburse your employee's share of employer-sponsored insurance than it would be to enroll your employee's family in the Rlte Care program, Rhode Island's Medicaid/Managed Care program.
- ❑ **Sign** the enclosed ***Rlte Share Employer Agreement***. This document outlines the employer responsibilities and requirements for Rlte Share participation.
- ❑ **Submit** a copy of the ***Summary of Benefits***, which includes information about co-payments required for services, for every health plan you offer to employees. The Department of Human Services will review your health plan benefits to ensure they meet the benefit levels required for participation in Rlte Share. The most commonly sold commercial health plans in Rhode Island meet these requirements.
- ❑ **Complete** the enclosed ***Rhode Island Medical Assistance Program Authorization for Direct Deposit***. This form allows us to make an electronic funds transfer to your company's account. Rlte Share will pay you the amount of all employees' contributions the month prior to your payment being due to your health insurance company. **Submit** a voided check or a savings deposit slip with this authorization.
- ❑ **Submit** a copy of your ***employee enrollment communication*** that documents the amount of the employee's monthly contribution to your health insurance premium.
- ❑ **Stop** the **employee's payroll deduction** for health insurance when we confirm that the employee qualifies for Rlte Share.

Things that remain the same for employers:

- The health plan(s) that you offer your employees.
- The amount you contribute to the total monthly health insurance premium.
- The enrollment process for your company's health insurance.

If you have any questions or concerns, please call the Employer Contact Unit at the RI Department of Human Services at (401) 462-0311. You can also e-mail your questions to RlteShare@gw.dhs.state.ri.us